



Foreign Affairs Manual

3 FAM – Personnel

Change Transmittal: PER-693

Date: 5-20-2013

3 FAM 1810 FAMILY ADVOCACY PROGRAM

Changes

1. This Change Transmittal issues a minor update to the disclosure of records. Also, updates of office symbols for the Special Investigations Division (DS/ICI/SID) throughout subchapter.
2. If this issuance changed less than half the words, we formatted the changed text in *dark magenta italic*. If this issuance is new or a revision where more than half the words have changed, we did not use *dark magenta italic*. The CT line in each section shows when that section last changed.
3. Officers are reminded that Department-issued materials not codified in the Foreign Affairs Manual or its supplemental Foreign Affairs Handbook series generally have no regulatory validity (see 2 FAM 1115.2).
4. The office responsible for the material in these subchapters is the Bureau of Human Resources (HR/ER/WLD). Please direct questions concerning content, substance, and interpretation to this office. Administrative questions on the Foreign Affairs Manual or Handbooks can be directed to A/GIS/DIR, Office of Directives Management.

Filing Instructions for Paper Copies

1. Remove and discard the old 3 FAM 1810 (CT:PER-678; 06-22-2012) and insert the new 3 FAM 1810 (CT:PER-693; 05-20-2013).
2. After inserting the material in the binder, insert this Change Transmittal immediately following the CT Checklist, then fill in the entry line for CT:PER-693, and initial.

Distribution Notice

1. The Foreign Affairs Manual and Handbooks (unclassified) official version

can be found on the State Department's Intranet site.

2. All posts and offices keeping paper versions of the Foreign Affairs Manual are responsible for maintaining the FAM on a current basis (see 2 FAM 1116.5).
3. Use **KFAM** and **AINF** TAGS on **all** communications on FAM/FAH issues.